

# MIDWIVES ALLIANCE OF NORTH AMERICA

## SECRETARY

### **BYLAW REQUIREMENTS:**

The Secretary shall be responsible for keeping and distributing the minutes of all meetings of MANA, the Board of Directors and the Executive Council, for coordinating all MANA correspondence, and for other such duties as pertain to the office.

### **RESPONSIBILITIES:**

The Secretary has six key areas of responsibility:

- record keeping
- recording and disseminating board call and meeting minutes
- correspondence
- generating and monitoring board member task lists
- participating with Document Review Committee to continually update Policy and Procedure Handbook
- creating, organizing and disseminating Board packets for spring and fall Board meetings

The Secretary will:

- be a current voting member of MANA
- attend all Board meetings and as many calls as possible
- serve on the Executive Council
- ensure the safety and accuracy of all Board records, and archive MANA material when appropriate
- assist the President and other Board members to create letters and other MANA documentation that will be used internally and externally.
- create and review Board minutes and ensure Board minutes are approved by the Board of Directors in a timely manner
- provide notice to the Board of all board meetings and committee meetings, when appropriate

### **PREFERRED SKILL SET:**

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred, but not required. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include: ability in computer technology and social media, well-organized, listening skills, writing and editing skills, and patience.

### **COMMITMENT:**

This position requires approximately 15 hours per week. May be more in preparation for annual Board meetings and depending on projects the Secretary wishes to participate in.